



University of California

Analysis of Travel and Entertainment Expenses and Other Payments

May 17, 2006

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Scope

- 3 year period beginning 1/1/03 and ending 12/31/05
- Analysis of travel and entertainment expense payments and non-payroll related direct payments to selected individuals and payments made to third parties on behalf of selected individuals
- Selected individuals generally include current incumbents and past holders of the top 32 senior manager positions
 - 39 individuals included for analysis

Procedures Performed

- Requested electronic data from the University for:
 - Travel and entertainment expense payments
 - Any other non-payroll payments made directly to the individual
 - Any payments made on behalf of the individual to third parties
- Selected samples per defined criteria and requested supporting documentation from the University
- Reviewed supporting documentation to assess
 - Agreement to sample selection
 - Compliance with applicable University policies
 - Approval

Findings and Recommendations

- Most of the expenditures analyzed were in accordance with University policies and were supported by appropriate documentation
- In order to ensure that expenditures comply with University policies and are appropriately approved, we noted the following opportunities for improvement:
 - Provide training to all approvers of travel and entertainment expenses. Training should include guidance on permitted expenses and documentation requirements;
 - Require all approvers to clearly document their review and approval; and
 - Perform on-going monitoring and oversight to ensure adherence to policies and procedures.

